Airport Security Technician

FLSA:	Standard/Non-Exempt	**EEO Category:**	(60) Admin/Supp
Class Code:	10462	**Salary Grade:**	OB2
Approved:	January 29, 1998	**Last Revised:**	January 24, 2008

Purpose:

Under general supervision, perform tasks assisting in monitoring and maintaining a security and identification program at the airport.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Orders security supplies and maintains records of all items for issuance.
2. Creates and issues security badges.
3. Maintains database to record magnetic card recipient data.
4. Records and issues parking decals for authorized visitors.
5. Issues access cards and keys to appropriate personnel.
6. Records all returned, lost, or stolen security items.
7. Maintains database of all security materials.
8. Retrieves and analyzes date, and creates reports.
9. Conducts safety and security training for Air Operations personnel and airport business associates.
10. Performs file management.
11. Establishes and maintains effective communication and working relationships with the public. Answers questions and provides assistance.

Responsibilities - Supervisor and/or Leadership Exercised:

None.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of city practice, policy, and procedure.
- Skill in oral and written communication.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software applications.
- Skill in data analysis and problem solving.
- Skill in planning and organizing.
- Ability to work with frequent interruptions and changes in priorities.
- Ability to train others.
- Ability to quickly recognize and analyze irregular events.
- Ability to establish and maintain effective communication and working relationships with city employees and the public.

Minimum Qualifications:

- Graduation from High School or equivalent, plus two (2) years working with security control systems or one (1) year experience working with Federal Aviation Administration security rules and regulations.

Licenses and Certifications Required:

- Valid Texas Class C Drivers License